

## Printing your online pay statement using Internet Explorer version 6.0

Users with Internet Explorer Browser version 6 can use the instructions below to print the pay statement. Your pay statement will **not** fit on one piece of paper.

## Log into your Employee Self Service Account

If the Employee Home page is not displayed in the middle of the page, click on the left menu where it says **'Employee Self Service'**

The menu will expand, click '**Employee Home**'

The Employee Home page will come to the middle of the page

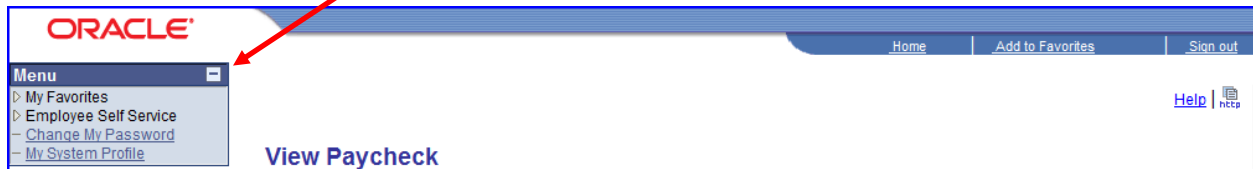
Click the link on the Employee Home page that says **'Payroll and Compensation Home'**

Click **'View paycheck'**

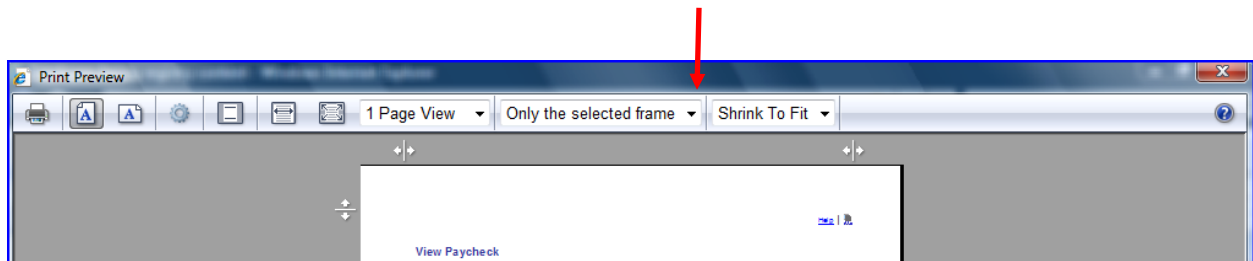
Once your online pay statement is displayed:

1. Minimize the PeopleSoft/Oracle menu by clicking on the minus sign in the menu (not the browser menu).

**Please make sure you know the location of the printer the PC will print to**

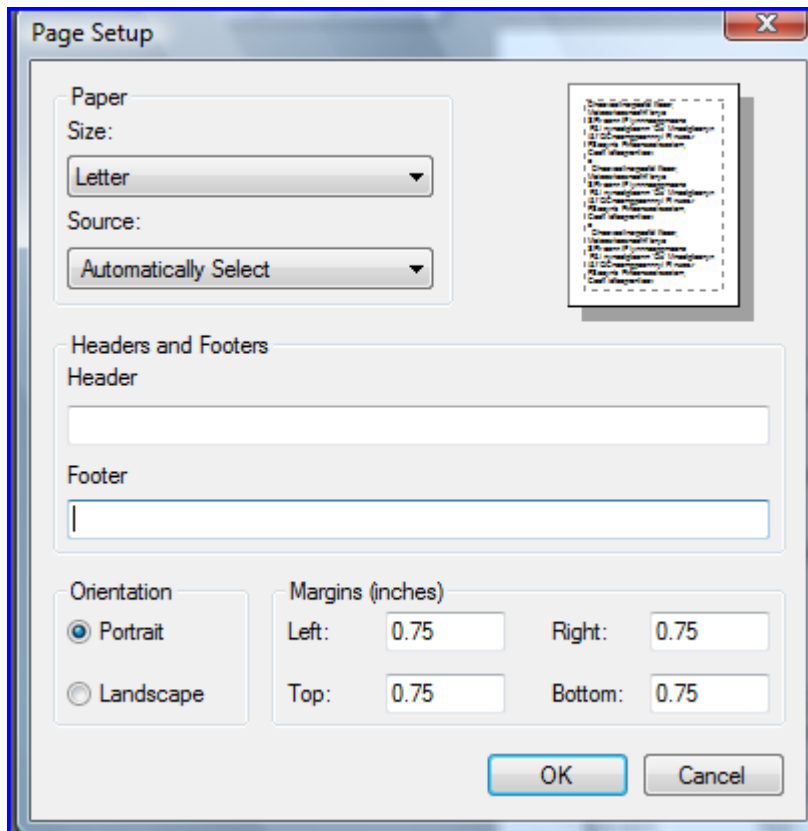


2. Click anywhere on your screen
3. Click on the browser menu where it says **File**
4. Select **Print Preview** from the File menu
5. Select **“Only the selected frame”** from the drop down box



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6. Click on the **Page Setup** icon located next to the print button  
**OR press the ALT key and the U key** at the same time to display the Page Setup dialog box
7. Select paper size (legal for one page or letter for two pages)
8. Delete the text from the Header and footer fields, these must be blank
9. Orientation must be set as 'Portrait'
10. Margins depend on printer, you can set all 4 margins to 0 and they will default to the printer's minimum setting

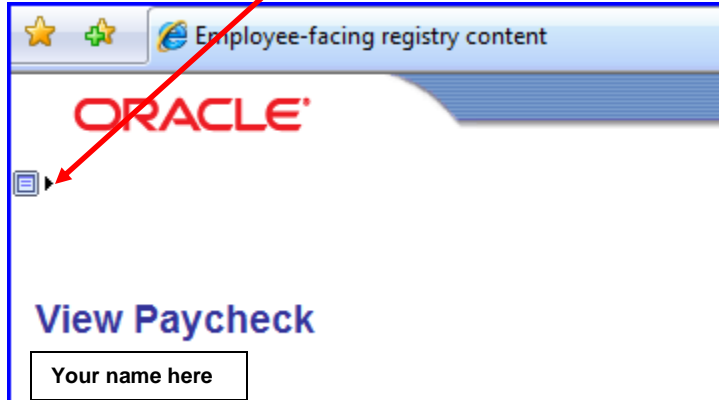


11. Click the printer icon

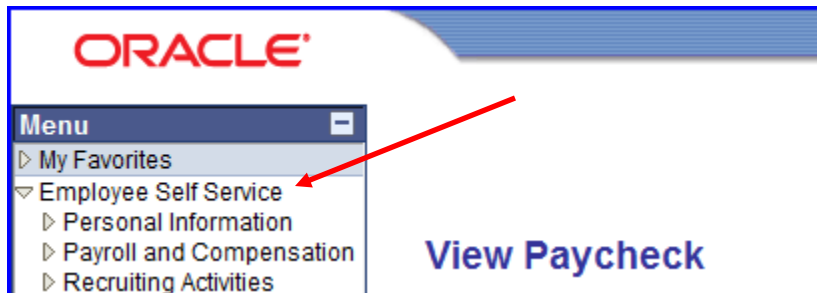
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Once the pages have printed, your pay information page is automatically displayed.

Click the screen icon to restore your left menu



You can either click the left menu to expand Employee Self Service or scroll to the bottom of the View Paycheck page and click the Employee Home link at the bottom of the page to return to the Employee Home page to travel to other areas of your Employee Self Service Account.



If you experience issues printing, please contact the Help Desk at (802) 828-0407 press 1 at the Options menu or send email to [vision-helpdesk-hr@state.vt.us](mailto:vision-helpdesk-hr@state.vt.us) or ask your local IT support.